



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, मंगलवार, ७ अप्रैल, १९७०/१७ चंद्र, १८६२

GOVERNMENT OF HIMACHAL PRADESH HEALTH AND FAMILY PLANNING DEPARTMENT NOTIFICATION

Simla-4, the 7th March, 1970

No. 4-20/68-Med. II.—In exercise of the powers conferred by sub-section (1) and (2) of section 54 of the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968 (Act No. 21 of 1968), the Administrator (Lieutenant Governor), Himachal Pradesh, having framed and published in draft Himachal Pradesh Ayurvedic and Unani Practitioners (General) Rules, 1969, for information of general public vide notification No. 4-20/68-Med II, dated 9th May, 1969, appearing in the Himachal Pradesh Rajpatra (Extraordinary) of dated 24th June, 1969 and considered objections/suggestions received in respect of the draft rules, is pleased to notify the Himachal Pradesh Ayurvedic and Unani Practitioners (General) Rules, 1969, which will come into force from the date of publication of this notification in the Himachal Pradesh Rajpatra.

H. R. MAHAJAN,
Secretary.

- (1) These rules may be called the Himachal Pradesh Ayurvedic and Unani Practitioners (General) Rules, 1969.
(2) They shall come into force at once.
- (1) In these rules, unless there is something repugnant in the context—
(a) "Act" means the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968;
(b) "Appendix" means an Appendix to these Rules;

Short title
and com-
mencement.
Definitions.

- (c) "Chairman" means the Chairman of the Board;
- (d) "Committee" means a Committee appointed by the Board;
- (e) "Form" means a form appended to these rules;
- (f) "Section" means a section of the Act;
- (g) "University" means any university incorporated by an Act of Parliament or State Legislature.

(2) The terms and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Act.

Registration of practitioners.

3. (1) Every person entitled to have his name entered in the Register under section 15 shall, if he is so desirous of having his name entered, make an application to the Registrar in Form "A". Every such application shall be accompanied by the fee prescribed in Rule 32. He shall also furnish along with his application such documents as may be necessary to establish his claim for having his name entered in Part I, II or III of the Register, as the case may be.

(2) The Registrar may, after examining the application, require the applicant to furnish such other information or documents and within such time as he may specify.

(3) If the Registrar, on receipt of the application under sub-rule (1) or on receipt of further information or documents required from the applicant under sub-rule (2) and after making such further enquiry, as he may deem proper, is satisfied that the applicant is entitled to get his name entered in Part I or Part II or Part III of the Register, as the case may be, he shall do so. If he is not so satisfied, he shall reject the application:

Provided that, no order of rejection of any application shall be passed without giving the applicant an opportunity of being heard.

(4) A practitioner whose name is entered in the register under section 15 shall be issued a certificate in Form "B" on payment of a fee of one rupee and the applicant whose application is rejected shall be sent an intimation of rejection by registered post.

Validity of Registration.

Change of address to be intimated to the Registrar.

4. The name of every person registered under the Act shall, subject to the provisions contained in the Act as to the removal of names from the register, remain entered therein.

5. (1) Every registered practitioner shall send to the Registrar a notice of any change in his address within one month of such change and shall also promptly answer all such enquiries as may be made from him by the Registrar in regard thereto, in order that his correct address may be entered in the register.

(2) A registered practitioner who changes his name shall immediately inform the Registrar about his changed name and shall satisfy the Registrar that he has already notified the fact of the change of his name in a newspaper having a wide circulation in the area in which he carries on his business and is published in the regional language of that area. The Registrar shall, on being so satisfied and on receipt of a fee prescribed in rule 32, correct the register accordingly. He shall also, on being required to do so by the registered practitioner, make necessary correction in the Registration Certificate.

Entries in the register regarding further qualifications.

6. (1) A registered practitioner who obtains any further degrees, diplomas, certificates or other qualifications in Ayurvedic or Unani system or other recognised medical degrees, diplomas or certificates and is desirous of getting the same entered in the register, shall make an application in Form "C" accompanied by the fee prescribed in rule 32. He shall also furnish along with his application the original degrees, diplomas or certificates, as the case may be, on the basis of which the entry in the register is sought.

(2) If the Registrar on receipt of the application under sub-rule (1) and after making such further enquiry as he may deem fit, is satisfied that the applicant is entitled to have entered in the register the degrees, diplomas, or certificates, as the case may be, obtained by him, he shall do so and grant such practitioner a certificate in Form "D". If he is not satisfied, he will reject the application:

Provided that no order rejecting any application shall be passed without giving the applicant an opportunity to be heard.

7. If a registration certificate is lost, destroyed, mutilated, the holder may at any time during which certificate is force apply to the Registrar for a copy of the certificate and the Registrar may, on being satisfied issue on receipt of the fee prescribed in rule 32, a certificate which has been lost, destroyed or mutilated.

Issue of a
duplicate
Registration
Certificate.

8. Whenever information reaches the office of the Board that practitioner has been sentenced by a Criminal Court to imprisonment for such offence involving moral turpitude as has been declared by the Administrator under clause (a) of sub-section (1) of section 16 or has been guilty of professional misconduct or other infamous conduct, the Registrar shall make an abstract of such information and place the same before the Board for such action as the Board may like to take under the provisions of sub-section (1) of section 16:

Removal
from register
under sec-
tion 16.

Provided that the Board shall, before passing any order under sub-section (1) of section 16, give the practitioner concerned an opportunity to defend himself and being heard in person, if so desired by him.

9. A registered practitioner whose name is removed from the register by the Registrar under sub-section (5) of section 14 or by the Board under sub-section (1) of section 16 shall, on receipt of an intimation of such removal, forthwith surrender his registration certificate to the Registrar.

Surrender of
regis tra ion
certificate.

10. (1) Any practitioner whose name is removed from the register by the Registrar under sub-section (5) of section 14 or whose name has been prohibited to be entered in or is removed from the register by the Board under sub-section (1) of section 16 and who is desirous of getting his name entered or re-entered, as the case may be, under the proviso to sub-section (5) of section 14 or under sub-section (2) of section 16 make an application to the Chairman.

Re-entry of
name of
practitioner
removed
under sec-
tion 14(5)
and 16(2).

(2) Each such application shall be in writing stating the grounds on which the application is made and shall be accompanied by a certificate as given in Form "E" of two registered practitioners regarding the identity of the applicant.

11. (1) The list of practitioners referred to in sub-section (1) of section 26 shall be posted at a conspicuous place outside the office of the Board and the fact of its having been printed and so posted shall be given adequate publicity through such newspaper or newspapers having wide circulation in Himachal Pradesh, as the Board may decide.

Publication
of list of
practitioners.

(2) In the case of practitioners registered in Part III of the register the list shall, instead of indicating the qualifications of a practitioner, indicate the system in which he is carrying on his practice.

12. (1) The fee for the supply of certified copy of any order passed by the Board or the Registrar or of any entry in the register shall be charged at the rate of 75 paise per 100 words or fraction thereof, subject to a minimum of one rupee:

Fee for sup-
ply of certi-
fied copy.

Provided that, if the applicant desires to have a copy urgently, he shall have to pay double the amount of fees calculated as above subject to a minimum of two rupees.

(2) In case of urgent application the copy sought for shall be ready for delivery to the applicant by the close of office hours of the day following that on which the application is made.

Appeals

13. (1) Every appeal preferred to the Board under section 18 shall be addressed to the Chairman of the Board and shall be accompanied by the fee prescribed in rule 32.

(2) Every appeal shall be deemed to have been duly presented if the same is sent by registered post, or is delivered personally or through an agent authorised in writing by the appellant, in the office of the Board.

(3) Every appeal shall be accompanied by a certified copy of the order appealed against and shall contain the following particulars:—

- (a) the date of the order against which the appeal is preferred;
- (b) the grounds of appeal briefly but clearly set out.

(4) Every appeal shall be signed by the applicant and verified in the manner laid down in the Code of Civil Procedure, 1908, for the verification of grounds of appeal.

Procedure of hearing of appeals.

14. (1) If the appeal is not preferred in the manner laid down in the preceding rule or is not accompanied by the prescribed fee it shall be summarily rejected.

(2) If the appeal is not rejected under sub-rule (1) the Board shall decide the same after giving the appellant and where the appeal is against the order of the Registrar passed in relation to any person other than the appellant, after giving such person an opportunity of being heard. Every decision of the Board shall be communicated to the Registrar who shall give effect to the same.

Particulars to be filled in register.

15. The Registrar shall show in respect of each practitioner the following particulars in the register:—

- (a) registration number;
- (b) full name in case of a married woman, her maiden name and full married name;
- (c) father's name;
- (d) date of birth;
- (e) address;
- (f) place and places and period or periods of training;
- (g) nature of qualifications and dates on which these qualifications were obtained in the case of practitioners registered in Parts I and II of the register;
- (h) system in which practising in the case of practitioners registered in Part III of the register;
- (i) date of registration;
- (j) remarks.

Verification of pages of register.

16. Each page of the register shall be verified by the Registrar's signatures.

Appointment of committees.

17. For carrying out the purposes of the Act the Board may appoint such committees consisting of such number of persons as it may deem fit. Each committee appointed by the Board shall perform such functions as may be assigned to it by the Board:

Provided that nothing in this rule shall be deemed to empower a committee so appointed to exercise such functions as are specifically mentioned in the Act to be performed by the Board or any other authority.

18. (1) For attending meetings of the Board or any committee thereof the official members shall be paid travelling allowance in accordance with the provisions of Supplementary Rules as applicable to them as Himachal Pradesh Government servants.

(2) Non-official members of the Board shall be allowed travelling allowance as admissible to the Himachal Pradesh Government servants of the II grade.

(3) All non-official members attending a meeting of the Board or committee shall be paid daily allowance for each day of meeting at the highest rate admissible to Himachal Pradesh Government servants of the II grade.

19. The common seal referred to in sub-section (2) of section 3 shall be kept by the Registrar in his custody. It shall be affixed on each registration certificate which is issued under the provisions of these rules and on such other documents as the Chairman may, by order, direct.

20. The Registrar shall be responsible for the maintenance of all properties of the Board, who will maintain a stock register of its movable property.

21. The Board shall open an account in the State Bank of India and all moneys received by it shall be deposited in the Bank subject to the provision of rule 23.

22. All moneys payable to the Board shall be received on behalf of the Board by the Registrar or any other employee of the Board authorised by him in writing in this behalf and shall be deposited in the Bank on the day following that on which these are received. A receipt in the form as prescribed in Appendix 'A' shall be granted by the Registrar in lieu of having received the money.

23. The account of the Board shall be operated jointly by the Registrar and the Chairman and in the absence of the Chairman by the Registrar and the Vice-Chairman.

24. The Registrar shall have a permanent advance of two hundred rupees.

25. All moneys received or spent on behalf of the Board, shall without any reservation be brought to the accounts of the Board in the general cash book to be maintained in form prescribed in Appendix 'B' under the direct supervision of the Registrar, and in his absence under the supervision of an employee of the Board authorised by him in writing.

26. The accounts of the Board shall be audited annually by the Accountant General, Himachal and Chandigarh.

27. The Registrar shall in the month of July each year cause to be prepared a statement of income and expenditure of preceding financial year ending 31st March, and draw the attention of the Board to such matters which appear to him necessary for being brought to the notice of the Board.

28. (1) The Registrar shall in the month of October each year or on such date as the Chairman may fix, cause to be prepared an estimate of income and expenditure of the Board for the year commencing on the 1st of April of the ensuing year and shall submit the same to the Board.

Travelling and other allowances admissible to members.

Seal of the Board.

Management of property.

Deposit of Board's money in Bank.

Receipt of money on behalf of the Board.

Operation of Boards account.

Permanent advance.

Maintenance of account.

Audit of accounts.

Preparation of annual statement of accounts.

Preparation of estimates.

(2) The estimates shall make provision for the fulfilment of liabilities of the Board and for effectually carrying out the provisions of the Act.

(3) the Board shall consider the estimates submitted to it under sub-rule (1) and may sanction the same without any alteration or subject to such alterations as it may deem fit.

Preparation
of supple-
mentary
estimates.

29. The Board may, at any time, during the year for which any estimates have been sanctioned cause a supplementary estimate to be prepared and submitted to it. Every such supplementary estimate shall be considered by the Board in the same manner as it were an original annual estimates. No expenditure shall be incurred which is not duly provided in the estimates sanctioned under sub-rule (3) of rule 28 or in a supplementary estimate.

Payment of
bills.

30. A bill or other voucher presented as a claim for money shall be received and examined by the Registrar. If the claim be for an amount exceeding twenty rupees payment shall not be made until it has been examined and passed by the Chairman.

Refund.

31. Amounts received by the Board towards fees shall not be refunded under any circumstances. The amounts thus received shall remain credited to the account of the Board:

Provided that any amount paid by a practitioner in excess of prescribed fees shall be credited to the suspense account of the Board and may be refunded if claimed within a period of three years and if no claim for refund is made within the aforesaid period the amount shall be credited to the account of the Board.

Fees pay-
able to the
Board.

32. The following fees are prescribed to be paid to the Board:—

(1) for the first registration in the register under rule 3(1) ..	Rs. 25
(2) for change of name in the register under sub-rule (2) of rule 5	Rs. 5
(3) for every further qualification or status subsequently registered under sub-rule (1) of rule 6	Rs. 5
(4) for a duplicate certificate of registration under rule 7	Rs. 5
(5) for filing an appeal to the Board under rule 13 if the appeal is against the order of the Registrar passed against the applicant	Rs. 2
(6) for filing an appeal under rule 13, if the appeal is against the orders of the Registrar passed against any person other than the appellant	Rs. 5
	Rs. 20

together with stamp duty leviable under the Indian Stamps Act, 1889 or any other law for the time being in force relating to the levy of the stamp duty.

Appoint-
ment and
control
over the
employees
of the
Board.

33. (1) All employees appointed by the Board under sub-section (2) of section 13 shall be paid salaries and allowances as are sanctioned by the Board with the prior approval of the Administrator.

(2) The Registrar shall have authority and exercise control over the employees of the Board. The duties of various categories of the staff will be such as may be assigned by the Chairman and the Registrar.

Leave and
travelling
allowance
to the em-
ployees
of
Board.

34. The Registrar and other employees of the Board shall be granted leave and travelling allowance in accordance with the Fundamental and Supplementary Rules as are applicable to the Himachal Pradesh Government employees.

35. The Chairman shall be authorised to grant leave to the Registrar.

Power to
grant leave
to Regis-
trar.

36. The Registrar shall be authorised to grant leave to other employees of the Board and appoint substitutes in their places.

Power to
grant leave
to other
employees
of Board.
Contribu-
tory provi-
dent fund.

37. The employees of the Board shall not be entitled to pension but permanent employees will be allowed the benefit of Contributory Provident Fund Rules given in Appendix 'C'.

Repeal and
savings.

38. (1) The Punjab Ayurvedic and Unani Practitioners (General) Rules, 1964 as in force in the territories transferred to Himachal Pradesh under section 5 of the Punjab Re-organisation Act, 1966 are hereby repealed:

Provided that the repeal shall not affect—

- (a) the previous operation of the rules so repealed or anything done or suffered thereunder;
- (b) any right, privilege, obligation or liability, accrued or incurred under these rules;
- (c) any penalty, forfeiture or punishment incurred in respect of any offence committed against the rules, so repealed;
- (d) any investigation, legal proceedings or remedy in respect of any such right privileges, obligation, liability or punishment as aforesaid and any such investigation, legal proceedings or remedy may be instituted, continued or enforced and any such penalty forfeiture or punishment may be imposed as if these rules had not been repealed.

(2) Subject to the provisions of sub-rule (1) anything done or any action taken under the rules repealed by sub-rule (1) shall, in so far as it is not inconsistent with these rules, be deemed to have been done or taken under the corresponding provisions of these rules and shall continue to be in force accordingly unless superseded by anything done or any action taken under these rules.

39. In case of any interpretation or clarification of these rules the decision of the Administrator shall be final.

Interpre-
ta-
tion
of
rules.

FORM A

[See rule 3(1)]

APPLICATION FOR REGISTRATION UNDER THE HIMACHAL PRADESH AYURVEDIC AND UNANI PRACTITIONERS ACT 1968

To

The Registrar,
Board of Ayurvedic and Unani System of Medicine,
Himachal Pradesh, Simla.

Subject.—Application for Registration under section 15 of the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968.

Sir,

I am to request you to please register my name as a Ayurvedic/Unani Practitioner in Part I/II/III of the register maintained under the Himachal

Pradesh Ayurvedic and Unani Practitioners Act, 1968. Necessary particulars concerning my case are given here below for your information and record:—

1. Name of the applicant (in block letters).....
2. (a) Married name, if any (in block letters).....
(to be filled in by married women only).
- (b) Maiden name (in block letters).....
3. Father's name/Husband's name.....
4. Place where practising/will practise:
 - (a) Village/mohalla
 - (b) Post Office.....
 - (c) Tehsil and District.....
 - (d) Police Station.....
5. Date of birth.....
(attach a copy of certificate in support of date of birth).
6. System in which practising/will practise (Ayurvedic/Unani).....
7. (a) Name and address of a recognised Faculty/Board/University in respect of Ayurveda and Unani System of Medicine where studied.....
(b) Period of study in the institutions mentioned above.....
(c) Name of the examination passed.....
(d) Year in which passed.....
8. If studied privately, intimate—
(a) Name and address of Guru.....
(b) Period of study.....
(c) Period of practice (From.....to.....)
9. If registered/enlisted with any State Board—
(a) Registration/enlistment number.....
(enclose a copy of certificate).
(b) Name of the State Board.....
10. (a) Twenty-five rupees for making entry in the register, and one rupee for the issue of registration certificate have been sent vide money order receipt No....., dated....., of Post Office.....
(b) In case the fee is paid in cash official receipt No.....
dated.....

Dated..... 19 ..

Signature of applicant.

Notes.— 1. All cuttings in the application form must be signed by the applicant.

2. The registration fee may be sent by money order or may be given in cash to the Registrar, Board of Ayurvedic and Unani Systems of Medicine, Himachal Pradesh, Simla.
3. The Diploma/Degree of the recognised institution may be sent along with this application.
4. Strike out the items/words which are not applicable.

AFFIDAVIT

I,....., son of Shri....., resident of village....., Tehsil....., Post Office....., District....., wanting to practise in village/mohalla....., Tehsil....., Post Office....., Police Station.....,

District....., solemnly declare as follows:—

- (a) that I have not been adjudicated by a competent court to be of unsound mind,
- (b) that I have not been convicted and sentenced by a criminal court to imprisonment for any offence involving moral turpitude,
- (c) that I am not an undischarged insolvent,
- (d) that my name has not been removed from the register of practitioners maintained by the State Board/Council or Parishad for professional misconduct,
- (e) that I have gone through the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968 and rules framed thereunder and I promise to abide by the provisions of the said Act and Rules.

I solemnly declare and affirm that the contents given in application for registration in paras (a) to (e) above are correct to the best of my knowledge and belief. I further declare on oath that nothing relevant has been concealed.

Dated.....19 ..

Signature of the applicant.

Note.—The affidavit is to be attested by a Magistrate of 1st Class or an Oath Commissioner.

Attested.

Signature of the Attesting Authority

Name in full (block letters)

Designation

Place..... Date.....19 ..

To be filled in by the Office

Registration application received on..... Diary No.....

(a) Fee for making entry in the register/or issuing certificate received on.....,

(b) Official receipt No....., dated.....,

(c) Cash Book page No....., personal ledger No.....

Signature of the Accountant.

Signature of the Cashier.

Order of the Registrar.....

Registration No.....

Original certificates scrutinised and returned on.....

Registration certificate issued vide No....., dated.....

FORM B
[See rule 3(4)]

No.....

REGISTRATION CERTIFICATE

BOARD OF AYURVEDIC AND UNANI SYSTEMS OF MEDICINE
HIMACHAL PRADESH, SIMLA

I certify that Shri.....son of Shri.....has been registered under the Himachal Pradesh Board of Ayurvedic and Unani Practitioners Act, 1968 as.....on.....at Simla.

Qualifications.....

Date of birth

Address

Notes.—(1) This certificate entitles the holder to practise within the State of Himachal Pradesh only.

(2) This certificate remains evidence of registration only until the publication of the printed Register for the year.....

Common Seal.

Dated, Simla, the

19

Registrar.

IMPORTANT NOTICE

Every registered practitioner should be careful to send to the Registrar immediate notice of any change in his address, and also to answer all inquiries that be sent to him by the Registrar in regard thereto, in order that his correct address may be duly inserted in the register. Otherwise under section 14(5) of the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968, the name of the Practitioner is liable to be removed from the register.

FORM C

[See rule 6(1)]

APPLICATION FOR REGISTRATION OF ADDITIONAL
QUALIFICATIONS

10

The Registrar,
Board of Ayurvedic and Unani System of Medicine,
Himachal Pradesh, Simla.

Sir,

I beg to apply for the registration of additional qualifications of..... which I have obtained from.....in..... The

diploma or certificate of qualification, in original, with a copy thereof is enclosed herewith which may please be returned as soon as done with.

I am already registered under the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968.

Particulars of my registration are given below:—

Name.....

Father's name

Address.....

Registration No.....

The prescribed fee of Rs. 5 has been* remitted by money order vide receipt No....., dated..... of..... Post Office/
*paid in cash vide official receipt No....., dated

19

Yours faithfully,

Dated.....19 Signature of the Registered Practitioner.

No. of enclosures.

*Strike off if not required.

FORM D

[See rule 6(2)]

REGISTRATION OF ADDITIONAL QUALIFICATIONS

The additional Diploma/Certificates appearing below have been inserted in the Register of Ayurvedic and Unani Practitioners for Himachal Pradesh against the name of Shri/Shrimati.....

Registration No

Diplomas or certificates
already registered

Diplomas or certificates
now registered

.....
.....
.....

Common Seal.

Registrar.

Dated.....19

FORM E

[See rule 10(2)]

CERTIFICATE IN SUPPORT OF APPLICATION FOR RE-ENTRY
OF NAME IN THE REGISTER

I hereby certify that the applicant is the above specified.....

whose name formally stood in the Register of the Ayurvedic and Unani Practitioners in Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968.

Name
(name of person certifying)

Address.....
.....

Qualifications

Signature of the person certifying....
Registration No.....

Dated the..... 19

APPENDIX A

APPENDIX A

See rule 22 of the Himachal Pradesh Ayurvedic and Unani Practitioners Rules, 1968.

See rule 22 of the Himachal Pradesh Ayurvedic and Unani Practitioners Rules, 1968.

Book No.

Book No.

Serial No.

Serial No.

OFFICE OF THE BOARD OF HIMACHAL PRADESH AYURVEDIC AND UNANI SYSTEMS OF MEDICINE, SIMLA

OFFICE OF THE BOARD OF HIMACHAL PRADESH AYURVEDIC AND UNANI SYSTEMS OF MEDICINE, SIMLA

Dated the

Dated the

Received from Shri/Shrimati.....
.....
the sum of Rs.....
(Rupees.....)

Received from Shri/Shrimati.....
.....
the sum of Rs.....
(Rupees.....)

on account of.....
.....

on account of.....
.....

Registrar.

Registrar.

APPENDIX B

(See rule 25).

Board of Ayurvedic and Unani Systems of Medicines, Himachal Pradesh

GENERAL CASH BOOK

INCOME

Month	Date	Folio number of classified abstract	Departmental major, minor and detailed head and sub-head of account	Particulars of receipt and names of the persons from whom received	Number of bank receipt and date	Amount	Daily total	Remittance to Bank, number and date of bank receipt	Amount
1	2	3	4	5	6	7	8	9	10

EXPENDITURE

Month	Date	Folio number of classified abstract	Departmental major, minor sub-heads and detailed sub-heads of account	Particulars of charge and name of payee	Number of voucher	Number and date of cheque	Amount	Daily Total
11	12	13	14	15	16	17	18	19

APPENDIX C

(See rule 37)

PROVIDENT FUND RULES FOR THE EMPLOYEES OF
THE BOARD OF AYURVEDIC AND UNANI SYSTEMS OF
MEDICINE, HIMACHAL PRADESH

1. In the following rules,—

- (1) "Board" means the Board of Ayurvedic and Unani Systems of Medicine, Himachal Pradesh established under the Himachal Pradesh Ayurvedic and Unani Practitioners Act, 1968.
- (2) "Depositor" means an employee on whose behalf a deposit is made under these rules.
- (3) "Family" means wife or husband as the case may be, and parents, children and step children wholly dependent upon the employee.
- (4) "Interest" means the interest which is paid on deposit in a Government Savings Bank under the rules in force for such institution.
- (5) "Salary" includes all fixed monthly allowances by way of pay or personal allowances, but does not include allowances granted to meet specific expenditure such as travelling or conveyance or house rent allowances whether paid on daily, monthly or yearly basis.
- (6) "Employee" includes every employee holding a substantive appointment in the office of the Board of Ayurvedic and Unani Systems of Medicine, Himachal Pradesh.

Explanation.—An employee on probation in substantive appointment shall not be considered an employee for the purpose of these rules until he is confirmed.

2. Every employee appointed or promoted to an appointment in the office of the Board shall be required, unless specially exempted by the Chairman of the Board, to subscribe at the rate of 8 paise in the rupee on his salary to a Provident Fund of which a conjoint account will be opened at the Post Office Savings Bank in the official name of the Chairman of the Board. The deduction shall be made by the Board from every salary bill presented and shall be credited at once to the Fund. In calculating this deduction fraction of a rupee of salary should be omitted.

3. The Board shall make a contribution to the deposit account of each depositor equal to the amount of the deduction made from his salary under the preceding rule. Such contribution shall be credited to the Fund month by month in favour of such employee, together with the deduction from salary.

4. A Provident Fund Ledger (Form I appended to these rules) shall be maintained in the office of the Board. The amount deducted monthly from each depositor's salary under rule 2 and the monthly contribution referred to in rule 3 shall be entered at once in the Provident Fund Ledger, and the amount so entered shall be duly paid into the Post Office Savings Bank to the

credit of the depositor in the conjoint account referred to in rule 2. Payment into the Post Office Savings Bank should, whenever possible, be made between 1st and 4th day of each month in order that the interest may accrue thereon.

5. No subscription or contribution shall be made to the Provident Fund during the period an employee is on leave without pay.

6. As soon as possible after the close of a financial year and after the interest has been added by the Post Office in the Saving Bank conjoint account pass book a copy of the account of each depositor shall be furnished to him in Form II appended to these rules.

7. No employee shall be eligible to receive any part of or share in any sum contributed by the Board on his behalf unless he has been in service of the Board for at least twelve months and has, in the event of resignation been permitted by the Chairman of the Board to resign his appointment.

8. No employee of the Board, who, in the opinion of the Chairman of the Board, be guilty of dishonesty or other gross misconduct shall, except with the approval of the Board, be eligible to receive any part of or share in any sum contributed by the Board on his behalf on any accumulated interest or profits thereof. The Board shall be entitled to recover as the first charge from the amount, for the time being at the credit of a servant a sum equal to the amount of any loss or damage at any time sustained by the Board by reason of the employee's dishonesty or negligence.

9. (a) If an employee is dismissed, the Board may, withhold all or any part of the contribution made by it to his account together with the interest accrued thereon and pay to the servant only the balance at his credit without such contribution and interest thereon.

(b) Except as provided in rules 8 to 10 of these rules the balance referred to is not liable to forfeiture on dismissal or on conviction of an offence.

10. If at the time of the resignation, transfer, dismissal or death of an employee there are outstandings of the Board against him, the Board may deduct the amount of such outstandings from his deposit and pay him the balance, if any.

11. Any contribution and interest thereon withheld from the employee under rules 7, 8, 9, and 10 shall belong to the Board and shall be withdrawn from the Savings Bank conjoint account and credited to the funds of the Board.

12. In the event of depositor's death before retirement or after retirement but before the money has been handed over, the amount at his credit shall, subject to rules 7, 8, 9 and 10 be distributed among such persons as may be named in the declaration of the employee (Form III appended to these rules) which should be made when the first deposit is made in the Fund account of the employee. A depositor may from time to time change his nominee or nominees by written applications to the Registrar of the Board.

13. On a depositor leaving the service of the Board his account shall be closed and unless the amount at his credit is withdrawn within six months, the account shall be written off as a dead account and the amount shall be paid only under the orders of the Chairman of the Board.

14. When an account becomes dead it shall be closed in the Provident Fund Ledger, the money being drawn out of the Savings Bank conjoint account and credited in the Cash Book as miscellaneous receipt. If the amount is subsequently claimed, the entries in the Cash Book and the Provident Fund Ledger shall be traced out and order of the Chairman of the Board obtained. The payment is made and the fact of payment and reference to the obtained, shall be made against the entry of each account book to avoid double payment.

15. A conjoint Post Office Savings Bank account shall be opened in the official name (designation) of the Chairman of the Board. The Savings Bank pass book shall be kept for safe custody in the office safe. Withdrawals from the conjoint account shall be made on requisition signed by the Chairman of the Board.

16. Notwithstanding anything contained in the above rules, when pecuniary circumstances of the depositor are such that concession is a matter of absolute urgent necessity, a temporary advance not exceeding three months pay or half of the balance to the credit of the depositor whichever is less may be allowed by the Chairman of the Board from the conjoint Savings Bank account for any of the following purposes:—

(i) to pay expenses incurred in connection with the illness of subscriber or member of his family,

(ii) to pay expenses incurred in connection with the marriage or funeral ceremony which by the religion of the subscriber it is incumbent upon to perform and in connection with which it is obligatory that the expenditure should be incurred. When a subscriber has taken advance no second advance shall be granted to him unless the amount already advanced has been fully paid up.

Note.—For the purposes of this rule pay means the basic pay and does not include allowances of any kind.

17. Advance will be recovered in not more than 24 equal monthly instalments. A subscriber may, however, at his option make repayment in less than 24 instalments or may repay two or more instalments at the same time. Recoveries shall be made monthly commencing from the first payment of a full months salary after the advance is granted but no recovery shall be made from a subscriber while on leave without pay. The instalment shall be recovered by compulsory deductions from salary and will be additional to the usual subscription. Each instalment of recovery shall on recovery be at once paid into the conjoint Savings Bank account.

18. If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the depositor to the Fund, or in default, be ordered by the Chairman of the Board to be recovered by deduction from the emoluments of the depositor in a lump sum or in monthly instalments not exceeding 12 as may be directed by the Chairman of the Board.

19. Notwithstanding anything contained in these rules, if the Chairman of the Board is satisfied that the money drawn as an advance from the Fund under rule 16 has been utilised for a purpose other than that for which sanction was given to the drawal of the money, the amount in question shall forthwith be repaid by the depositor to the Fund, or in default, be ordered by the Chairman of the Board to be recovered by deduction in a lump sum from the emoluments of the depositor.

20. Every employee to the benefit of the Provident Fund shall be required to sign a written declaration that he has read these rules and agrees to abide by them.

FORM I
PROVIDENT FUND LEDGER
(See rule 4 of Appendix 'C')

Depositor

FORM II

(See Rule 6 Appendix 'C')

BOARD OF AYURVEDIC AND UNANI SYSTEMS OF MEDICINE

Year of account.. - - - - -

Name of depositor	Opening balance	Deposits during the year			Recoveries during the year	@Interest accruing during the year	Withdrawals during the year	Balance
		Depositor's share	Board's share	Total				
1	2	3	4	5	6	7	8	9

*This also includes..... recovered in earlier years as detailed below but brought on to the account in this year:

.....
.....
.....

Signature of Registrar.

Date

@ Includes interest on credits relating to earlier periods also.

XX. For missing credits/debits please see reverse.

Note 1.—If the depositor desires to make any alteration in the nomination already made a revised nomination may be filed forthwith in accordance with the rules of the Fund.

Note 2.—In case the depositor owing to his/her having no family then had nominated a person/persons other than a member/members of his family and subsequently acquired a family he/she should submit a nomination in favour of a member/members of his/her family.

Note 3.—The depositor is requested to satisfy himself/herself as to the correctness of the statement and to bring errors, if any to the notice of the Registrar within.....month(s) from the date of its receipt.

MISSING CREDITS/DEBITS

DETAILS OF MISSING CREDITS/DEBITS ARE GIVEN BELOW

In case these subscriptions/withdrawals/refunds of withdrawals were actually made the depositor may please give the particulars of the vouchers in which the deductions were made/amounts were withdrawn indicating the No. of each voucher, date of its encashment, name of the treasury, head of account and the net amount of the voucher (in case of Non-Gazetted Government servants these particulars may be furnished by the head of office).

Subscriptions			Refunds of the withdrawals		Advances/withdrawals	
Year	Month of salary	Amo- unt	Year	Month of salary	Year	Amounts

FORM III

(See rule 12 o^c Appendix 'C')

FORM OF NOMINATION

A.—WHEN THE DEPOSITOR HAS A FAMILY AND WISHES TO NOMINATE ONE MEMBER THEREOF

I hereby nominate the person mentioned below who is a member of my family as defined in rule 3 of the P.F. Rules as contained in Appendix 'C' to the Himachal Pradesh Ayurvedic and Unani Practitioners (General) Rules, 1968, to receive the amount that may stand to my credit in the Fund in the event of my death before the amount has become payable or having

become payable has not been paid:—

Name and address of nominee	Relationship with depositor	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person/ persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the depositor
1	2	3	4	5

Dated this day of 19

at.....

Signature of depositor.

Two witnesses to signature:

1.

Name.....

Address.....

2.

Name.....

Address.....

B.—WHEN THE DEPOSITOR HAS A FAMILY AND WISHES TO NOMINATE MORE THAN ONE MEMBER THEREOF

I hereby nominate the persons mentioned below, who are members of my family as defined in rule 3 of the Provident Fund Rules as contained in Appendix 'C' to the Himachal Pradesh Ayurvedic and Unani Practitioners Rules, 1968, to receive the amount that may stand to my credit in the Fund in the event of my death before the amount has become payable, or having become payable has not been paid, and direct the said amount shall be

distributed among the said persons in the manner shown against their names:—

Name and Relationship address of with deposi- nominee	Age of depositor	Amount of share of accumulation to be paid to each	Contingen- cies on the happening of which the nomination shall become invalid	Name, address and relation- ship of the per- son/persons, if any, to whom the right of the nominee shall pass in the event of his predeceas- ing the depositor
1	2	3	4	5
				6

Dated this.....day of.....19.....
at.....

Signature of depositor.

Two witnesses to signature:

1. 2.
Name..... Name.....
Address..... Address.....
.....

Note.—This column should be filled in so as to cover the whole amount that may stand to the credit of the depositor in the Fund at any time.

C.—WHEN THE DEPOSITOR HAS NO FAMILY AND WISHES TO NOMINATE ONE PERSON

I, having no family as defined in rule 1(3) of the Provident Fund Rules as contained in Appendix 'C' to the H. P. Ayurvedic and Unani Practitioners Rules, 1968, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event

of my death before the amount has become payable or having become payable has not been paid:—

Name and address of nominee	Relationship with depositor	Age	Contingencies on Name, address and the happening of relationship of the which the nomination shall become invalid*	person/persons, if any, to whom the right of nominee shall pass in the event of his pre-deceasing the subscriber
1	2	3	4	5

Dated this day of 19

Signature of depositor.

Two witnesses to signature:

1.	2.
Name	Name
Address.....	Address.....

***Note.**—Where a depositor who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

D.—WHEN THE DEPOSITOR HAS NO FAMILY AND WISHES TO NOMINATE MORE THAN ONE PERSON

I, having no family as defined in rule 1(3) of the Provident Fund Rules as contained in Appendix 'C' of the Himachal Pradesh Ayurvedic and Unani Practitioners Rules, 1968, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid and direct that the said amount shall be

distributed among the said persons in the manner shown against their names:—

Name and address of nominees	Relationship with depositor	Age	Amount or share of accumulation to be paid to each *	Contingencies on the happening of which the nomination persons, if any, shall become invalid**	Name, address and right of the nominee shall pass in the event of his predeceasing the depositor
1	2	3	4	5	6

Dated this day of 19..... at

Signature of depositor.

Two witnesses to signature:

1. 2.

Name Name

Address Address

*Note.—*This column should be filled in so as to cover the whole amount that may stand to the credit of the depositor in the Fund at any time.*

*Note.—**Where a depositor who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.*